



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE MATERIEL COMMAND
WRIGHT-PATTERSON AIR FORCE BASE, OHIO

W
414

7 FEB 1993

FROM: HQ AFMC/PK
4375 Chidlaw Road, Suite 6
Wright-Patterson AFB OH 45433-5006

SUBJ: Delegation of Level I APDP Certification Authority
and Military Certification Processes

TO: See Distribution

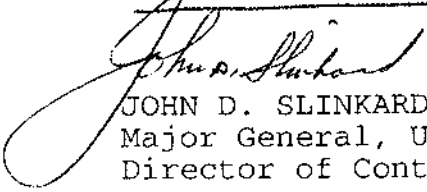
1. Effective immediately, approval authority for Level I certification in Contracting, Industrial Property Management, and Purchasing is hereby delegated, without power of redelegation, to the Directors of Contracting at the Direct Reporting Units (DRUs) listed below. Subordinate units will submit Level I applications to their parent organizations for approval. Because of their small size, AGMC will forward applications to HQ AFMC for approval.

<u>Activity</u>	<u>Title</u>
AEDC	Arnold Engineering Development Center
AFDTC	Air Force Development Test Center
AFFTC	Air Force Flight Test Center
AFOSR	Air Force Office of Scientific Research
ASC	Aeronautical Systems Center
ESC	Electronic Systems Center
HSC	Human Systems Center
OC-ALC	Oklahoma Air Logistics Center
OO-ALC	Ogden Air Logistics Center
SA-ALC	San Antonio Air Logistics Center
SM-ALC	Sacramento Air Logistics Center
SMC	Space and Missile Systems Center
WR-ALC	Warner Robins Air Logistics Center

2. The military certification processes and flow diagrams were revised based on field input and a summary of changes is included at Atch 1. The revised processes are included at Atch 2 and 3. Use of these procedures by all AFMC contracting activities is essential to ensure certification integrity and consistency.

PKC

3. Level I certificates for civilians should be issued following receipt of automated certification notices from the base personnel office. Please keep track of the names of civilians certified and the dates certificates were signed as we may request this information periodically. Level II and Level III certificates will be issued by HQ AFMC/PK and SAF/AQC respectively.


JOHN D. SLINKARD
Major General, USAF
Director of Contracting

- 3 Atch
1. Summary of Changes
 2. Military Application
Process - Level I w/4 Atch
 3. Military Application
Process - Level II/III w/4
Atch

DISTRIBUTION LIST

AEDC/PK
AFDTC/PK
AFFTC/PK
AFOSR/PK
AGMC/PK
ASC/PK
ASC/OL-PK
BMO/PK
CSTC/PK
ESC/PK
HSC/PK
OC-ALC/PK
OO-ALC/PK
PL/PK
RL/PK
SA-ALC/PK
SM-ALC/PK
SM-ALC Det 25/PK
SMC/PK
WR-ALC/PK
WR-ALC/PKE
WL/PK

Military Certification Processes
Summary of Changes

With the exception of the following, all changes made were administrative in nature:

1. The following courses were added to the equivalent course listing: Base Level Contracting, Defense Procurement Management, Defense Advanced Procurement Management, Procurement Officer Course, Base Procurement Officer Course, Central Procurement Officer Course, R&D Procurement Officer Course, and Systems/R&D Procurement Officer Course.
2. Applications for Levels II and III should be submitted to HQ AFMC/PKX instead of HQ AFMC/DPP.
3. Flow chart format was revised for easier following.

MILITARY APDP CERTIFICATION PROCESS
CONTRACTING LEVEL I

1. Military member completes the APDP certification application and forwards it to supervisor. Supporting documentation that must be provided includes the following:
 - a. Evidence of course attendance (training certificates and/or APDP Single Unit Retrieval and Format (SURF) or similar personnel brief showing appropriate PDS-M course codes) PDS-M codes are listed at Atch 1.
 - b. Fully justified DD Form 2518s, "Fulfillment of Mandatory Training Requirement," if appropriate (guidance on the use of DD Form 2518s is at Atch 2)
 - c. Copy of college transcript if meeting the education requirement with 24 hours of business instead of a degree
 - d. Copy of any professional certifications received
 - e. SURF or personnel brief showing degrees and experience.
2. Application is reviewed by supervisor and signed or returned for additional information. Signed applications are forwarded to the local individual in PK responsible for processing contracting applications. This individual will be responsible for processing all Level I applications in contracting at that location, even if the applicant is not presently assigned to a contracting position.
3. Local PK focal point records application in database or other tracking system, reviews the package, and recommends approval/disapproval. Review process is outlined below:
 - a. Education: SURF, personnel brief, or college transcript is reviewed to ensure education requirements are met. SURF can also be used to determine if education requirements are waived based on 10 years of acquisition experience as of 1 Oct 91.
 - b. Training: Training certificates and/or SURF or personnel brief are reviewed to ensure training requirements are met. Any DD Form 2518s submitted are reviewed for adequacy. Guidance on the use of the DD Form 2518 is found at Atch 2. Generally, the individuals applying only for Level I certification will be junior personnel. MDAC (Basic) and Principles of Contract Pricing are valuable courses for these people and we expect few, if any, fulfillments. Copies of any fulfillments that are approved must be submitted to HQ AFMC/PKX. The validity of courses listed on the certification application as equivalents must be checked against the attached equivalent course listing (Atch 3). Changes or additions to the accepted equivalent courses will be published by the Defense Acquisition University.

c. Experience: SURF and application are reviewed to ensure the requisite acquisition experience has been obtained. Acquisition experience in contracting is usually clear from the AFSCs and job titles on the SURF. Experience in other areas of acquisition may not be as obvious. If questions arise, OPRs/EPRs should be requested and reviewed.

4. Approval/Disapproval paperwork:

a. If all requirements have been met, and the applicant is from a Direct Reporting Unit (DRU) (other than AGMC), a Level I certificate should be submitted for the DRU PK's review and signature. The signed certificate should be promptly presented to the applicant.

b. If the requirements have been met and the applicant is from a subordinate organization, the application package is forwarded to the DRU PK APDP focal point. This individual will review the package and return it to the local focal point if approval is not recommended or prepare a Level I certificate for the DRU PK's signature if approval is recommended. The signed certificate will be sent to the local focal point for presentation to the applicant. AGMC will forward Level I applications to HQ AFMC/PKX for processing.

c. If requirements have not been met, the applicant should be advised of the deficiencies of their application. The local focal point and supervisor should be advised of all approvals and disapprovals.

5. A list of all new military personnel certifications at Level I must be submitted to HQ AFMC/PKX and HQ AFMC/DPP on a bi-weekly basis (negative responses not required). The listing must include the names and SSNs of those certified and the dates the certificates were signed. HQ AFMC/DPP will ensure that the certifications are entered into the military personnel system. Individuals should confirm with CBPO that certification is properly reflected in their records.

6. The above process is diagrammed in the flow chart found at Atch 4.

4 Atch

1. PDS-M Course Codes
2. DD Form 2518 Guidance
3. Equivalent Course Listing
4. Process Flow Chart

WP + document # 330
(2nd tier) - once
addressed to LDP,
once addressed to PKX
Other: Dave Cotton

FAX#S - 787-0173 (DPH)
787-7257 (PKX)

DATE 21 OCT 97

PDS-M COURSE CODES FOR APDP TRAINING COURSES

Advanced Contract Pricing	PBE
Advanced Contract Administration	AAS
Base Contract Administration	LY2
Base Contract Law	5LM
Base Level Pricing	8BH
Base Procurement Officer	K27
Central Procurement Officer	K28
Central Systems Level Contracting	U7X
Contract Admin Executive	JBK
Contracting Specialist	FQS
Def Acq & Ktg Executive Seminar	MV9
Defense Advanced Procurement Management	MMX
Def Contracts Negotiation Workshop	Q3S
Defense Ktg for Information Resources	8DH
Defense Procurement Management	MMW
Defense Small Purchase (Adv)	K11
Defense Small Purchase (Basic)	K13
Defense Cost and Price Analysis	MWB
Government Contract Law	D99
Major Systems Acquisition for Ktg Personnel	LRB
MDAC (Advanced)	MMX
MDAC (Basic)	MMW
MDAC (Executive)	L32
Principles of Contract Pricing	PBC
Quant. Techniques for Cost & Price Analysis	UGH
R&D Procurement Officer	KOB
Systems/R&D Procurement Officer	KOA

USE OF DD FORM 2518, "FULFILLMENT OF
DOD MANDATORY TRAINING REQUIREMENT"

1. Personnel who through experience, education, and/or alternative training programs have fulfilled mandatory training requirements shall use the DD Form 2518 (copy attached).
2. In accordance with instructions on the form, sufficient justification must be attached to the form which outlines the skills and knowledge obtained through education, experience, and/or alternative training which are considered to fulfill the mandatory requirements. When applicant cites experience in support of the fulfillment, the narrative justification must explain in detail all jobs held and functions performed that are relevant to the training being fulfilled. Training and/or education cited in support of the fulfillment should also be fully explained.
3. The approval level for DD Form 2518s must be within the functional chain and at least two tiers above the individual's supervisor, or at the Senior Executive Service (SES) or general officer level, whichever is lower. Name and duty title of the approving official should be included in block 25 of the form.
4. Copies of approved DD Form 2518s (and supporting justification) used for Level I certification shall be forwarded to HQ AFMC/PKX. Copies of approved DD Form 2518s supporting Level II or III certification shall be submitted with the application form. Original DD Form 2518s need to be sent to HQ AFMC/PKX only when HQ AFMC/PK approval is required (i.e. when center PK is not "two levels above the individual's supervisor or an SES). The approved DD Form 2518 should be sent by the applicant to the CBPO for filing. Each individual is responsible for ensuring that his/her record is updated at their personnel office to reflect fulfillment.

FULFILLMENT OF DOD MANDATORY TRAINING REQUIREMENT

Privacy Act Statement

AUTHORITY: EO 9397, November 1943 (SSN).

PRINCIPAL PURPOSE(S): To evaluate and determine the status of mandatory acquisition training. The purpose of soliciting the Social Security Number is for positive identification.

ROUTINE USE(S): The information provided is used for verification by the individual's supervisors and the individual's personnel office to ensure that mandatory acquisition training requirements have been fulfilled.

DISCLOSURE: Voluntary; however, failure to provide requested information may preclude an effective evaluation to determine an individual's status of mandatory acquisition training. Failure to provide the Social Security Number will not nullify the purpose or use of the requested information.

SECTION I - INDIVIDUAL REQUEST (Type or print in ink)

1. NAME (Last, First, Middle Initial)		2. COURSE NUMBER	
3. COURSE TITLE		4. COURSE LEVEL (Entry, Intermediate, Senior, etc.)	
5. STATEMENT I propose that the skills and knowledge provided by the DoD mandatory course identified above have been obtained by experience, education, equivalency test, or alternate training. Based on the attached justification, I request that this be considered fulfillment of the mandatory training requirement indicated.			
6. SIGNATURE		7. DATE SIGNED (YYMMDD)	8. SOCIAL SECURITY NUMBER
9. TITLE		10. SERIES	11. GRADE/RANK
12. OFFICE SYMBOL	13. LOCATION	14. CURRENT LEVEL (Entry, Intermediate, Senior, etc.)	15. DATE ENTERED CURRENT LEVEL (YYMMDD)

SECTION II - SUPERVISOR'S RECOMMENDATION

16. CONCURRENCE / NONCONCURRENCE (X one)			
a. CONCUR - INDIVIDUAL HAS GAINED REQUISITE SKILLS AND KNOWLEDGE AS PROPOSED IN SECTION I.		b. DO NOT CONCUR (Return request to individual)	
17. SUPERVISOR SIGNATURE			18. DATE SIGNED (YYMMDD)
19. DUTY TITLE		20. OFFICE SYMBOL	21. LOCATION

SECTION III - DISPOSITION

22. APPROVAL / DISAPPROVAL (X one)			
a. APPROVED		b. DISAPPROVED	
23. SIGNATURE OF APPROVING OFFICIAL			24. DATE SIGNED (YYMMDD)
25. DUTY TITLE		26. OFFICE SYMBOL	27. LOCATION

EQUIVALENT COURSES

The following are the only approved equivalent courses for use in the military APDP application process:

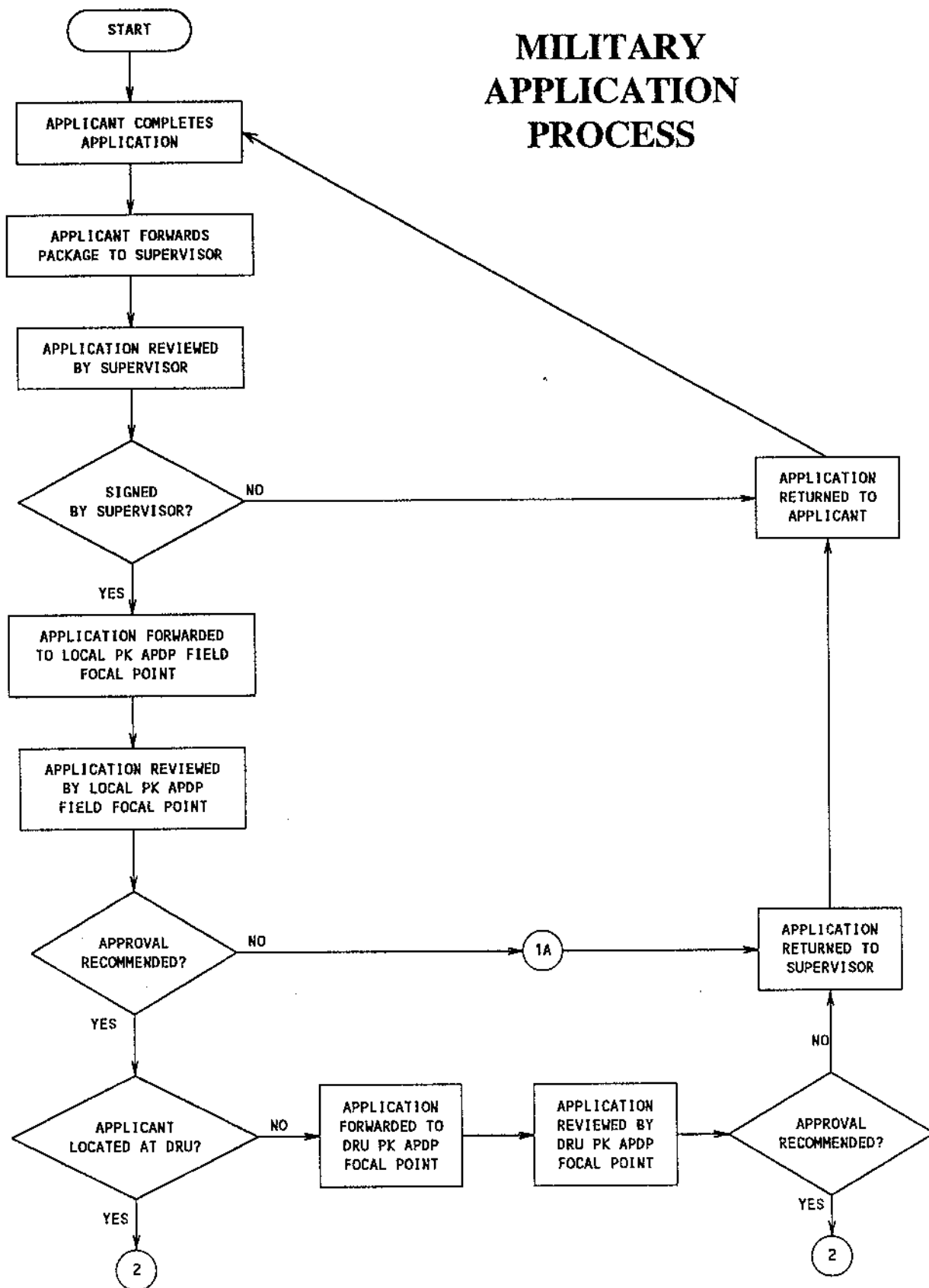
<u>EQUIVALENT COURSE</u>		<u>MANDATORY COURSE</u>
Procurement Specialist or Apprentice Contracting Specialist	=	Defense Small Purchase (Basic)
Base Contract Admin	=	Adv Contract Admin
Base Contract Law	=	Government Contract Law
Base Level Contracting	=	MDAC Basic
Base Level Pricing	=	Principles of Contract Pricing
Defense Cost & Price Analysis and Defense Negotiation Workshop	=	Principles of Contract Pricing
Central Systems Level Contracting (Basic)	=	MDAC Basic
Defense Procurement Management	=	MDAC Basic
Defense Advanced Procurement Management	=	MDAC Advanced
Procurement Officer Course	=	MDAC Basic
Base Procurement Officer Course	=	MDAC Basic
Central Procurement Officer Course	=	MDAC Basic
R&D Procurement Officer Course	=	MDAC Basic
Systems/R&D Procurement Officer Course	=	MDAC Basic
DSMC Program Manager Course	=	Systems Acquisition for Contracting Personnel

Several University courses have also been declared equivalent to the DoD mandatory training courses. These are listed at Appendix C of the DAU Catalog 1992-1993.

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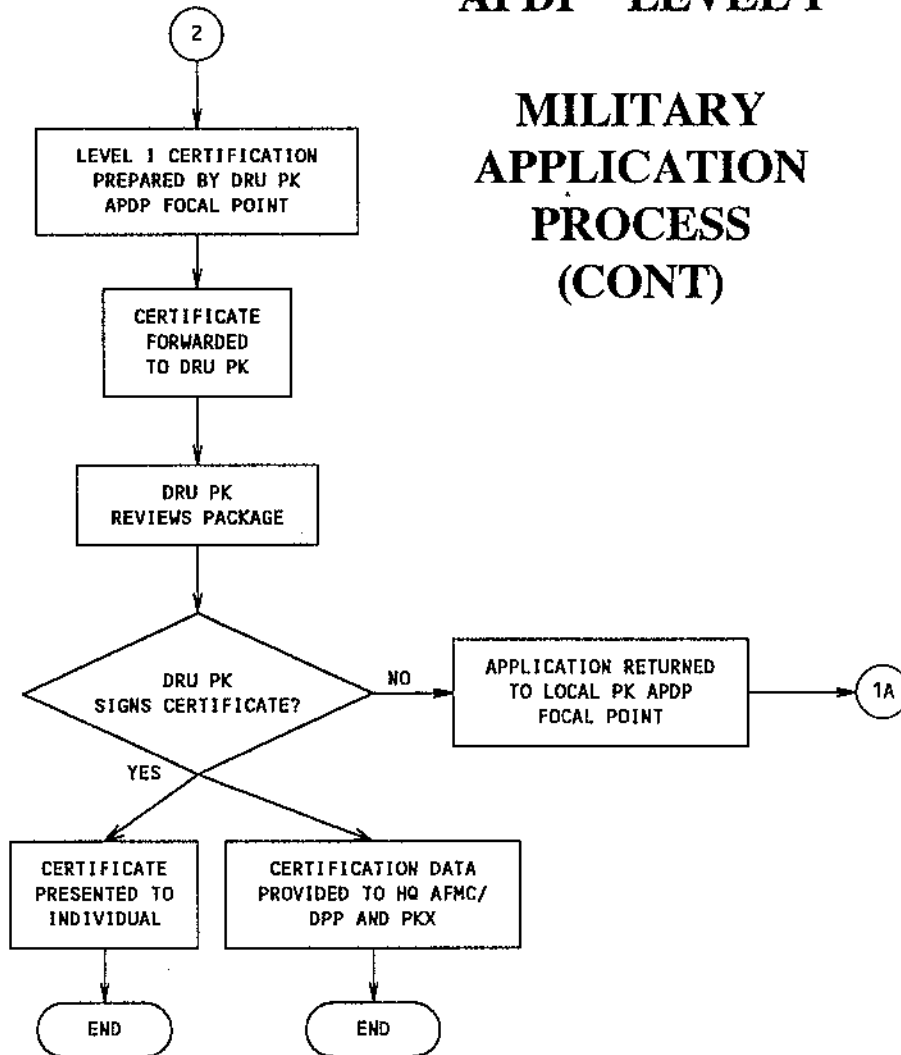
APDP LEVEL I

MILITARY APPLICATION PROCESS



APDP LEVEL I

MILITARY APPLICATION PROCESS (CONT)



MILITARY APDP CERTIFICATION PROCESS
CONTRACTING LEVELS II AND III

1. Military member completes the APDP certification application and forwards it to supervisor. Supporting documentation that must be provided includes the following:

a. Evidence of course attendance (training certificates and/or APDP Single Unit Retrieval and Format (SURF) or similar personnel brief showing appropriate PDS-M course codes) PDS-M codes are listed at Atch 1.

b. Fully justified DD Form 2518s, "Fulfillment of DoD Mandatory Training Requirement," if appropriate (guidance on the use of DD Form 2518s is at Atch 2)

c. Copy of college transcript if meeting the education requirement with 24 hours of business instead of a degree

d. Copy of any professional certifications received

e. SURF or personnel brief showing degrees and experience.

f. For Level III applications, a palace log or similar resume.

If applicant has never before been certified at any level, documentation for the level being applied for and all lower levels must be submitted. If previously certified, annotate the date of certification and attach a copy of the certificate to the application. In these cases, only the portions of the application relevant to the higher level(s) being applied for need be completed.

2. Application is reviewed by supervisor and signed or returned for additional information. Signed applications are forwarded to the local individual in PK responsible for processing contracting applications.

3. Local PK focal point will review the application package and enter it into the database or other tracking system. Complete packages will be forwarded to HQ AFMC/PKX. Incomplete packages will be returned to the applicant's supervisor.

4. HQ AFMC/PKX APDP focal point reviews package and recommends approval/disapproval of Level II applications to AFMC/PK and forwarding to SAF/AQC or return of Level III applications. Review process is outlined as follows:

a. Education: APDP SURF or college transcript is reviewed to ensure education requirements, including PME, are met. SURF can also be used to determine if degree/24 hour requirement is waived based on 10 years of acquisition experience as of 1 Oct 91.

b. Training: Application, training certificates, and/or SURF are reviewed to ensure training requirements are

met. Any DD Form 2518s submitted are reviewed for adequacy. Guidance on the use of the DD Form 2518 is found at Atch 2. The validity of courses listed on the certification application as equivalents must be checked against the attached equivalent course listing (Atch 3). Changes or additions to the accepted equivalent courses will be published by the Defense Acquisition University.

c. Experience: SURF and application are reviewed to ensure the requisite contracting experience has been obtained. Contracting experience is usually clear from the AFSCs and job titles on the SURF. If questions arise, OPRs/EPRs are requested and reviewed.

5. Approval/Disapproval paperwork:

a. HQ AFMC/PKX will submit the following to AFMC/PK on Level II applications for which approval is recommended:

(1) Cover note recommending approval at Level II and summarizing any DD Form 2518s or other aspects of the package likely to raise questions.

(2) Cover letter for signature which forwards the certificate to the appropriate 2 letter (when certifying a field director of contracting, the certificate and letter will be sent to the unit CC).

(3) Level II certificate for signature

(4) DD Form 2518s requiring PK approval.

(5) DD Form 2518s approved at a lower level will be included in the package for review.

b. When approval at Level II is not recommended, the package will be returned to the field focal point for issuance of a Level I certificate, if appropriate. An explanation of why the Level II was disapproved will also be provided. If the applicant is not recommended for certification at Level I or has already been certified at Level I, AFMC/PKX will sign out a letter explaining the disapproval.

c. HQ AFMC/PKX will submit the following to AFMC/PK on Level III applications for which submission to SAF/AQC is recommended:

(1) Cover memo recommending that the package be forwarded and summarizing any DD Form 2518s or other aspects of the package likely to raise questions. This memo will also contain a matrix showing at a glance how all Level III requirements have been met (e.g. fulfillment, equivalent, or

7. The above process is diagrammed in the flow chart found at Atch 4.

4 Atch

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2. DD Form 2518 Guidance
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PDS-M COURSE CODES FOR APDP TRAINING COURSES

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Advanced Contract Administration	AAS
Base Contract Administration	LY2
Base Contract Law	5LM
Base Level Pricing	8BH
Base Procurement Officer	K27
Central Procurement Officer	KZ8
Central Systems Level Contracting	U7X
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Allen [illegible]

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5. STATEMENT I propose that the skills and knowledge provided by the DoD mandatory course identified above have been obtained by experience, education, equivalency test, or alternate training. Based on the attached justification, I request that this be considered fulfillment of the mandatory training requirement indicated.			
6. SIGNATURE		7. DATE SIGNED (YYMMDD)	8. SOCIAL SECURITY NUMBER
9. TITLE		10. SERIES	11. GRADE/RANK
12. OFFICE SYMBOL	13. LOCATION	14. CURRENT LEVEL (Entry, Intermediate, Senior, etc.)	15. DATE ENTERED CURRENT LEVEL (YYMMDD)

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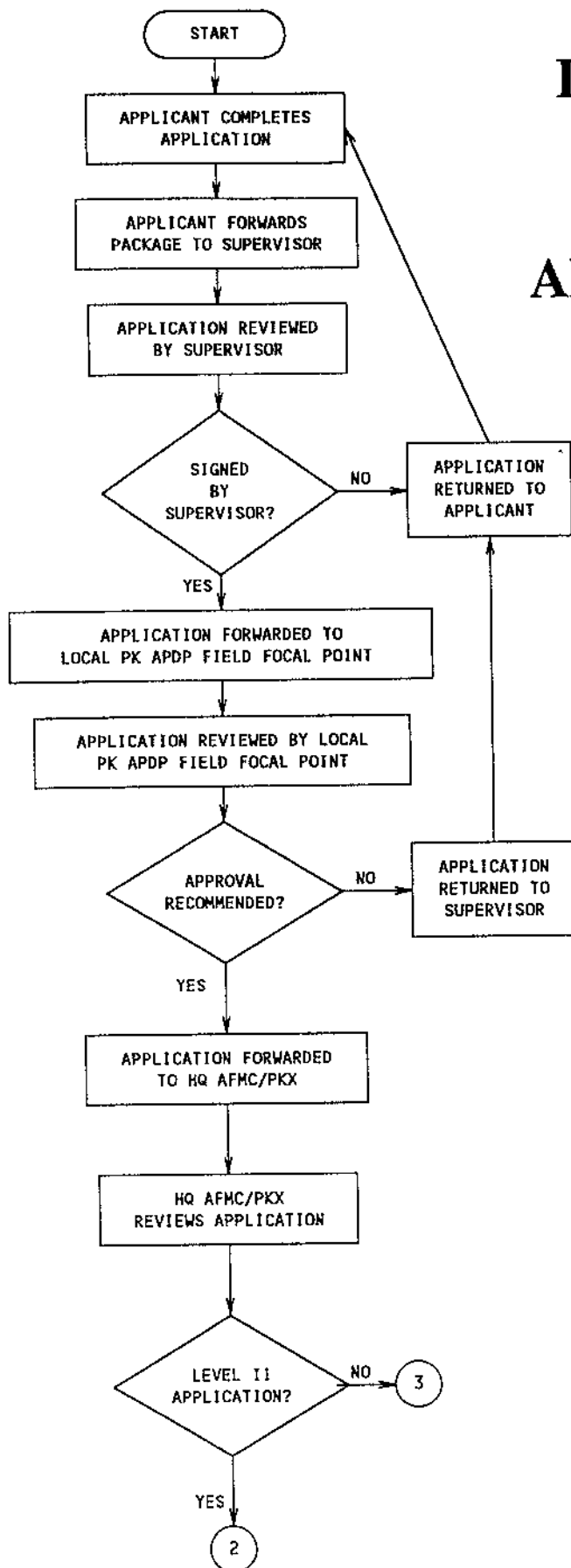
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APDP

LEVEL II/III

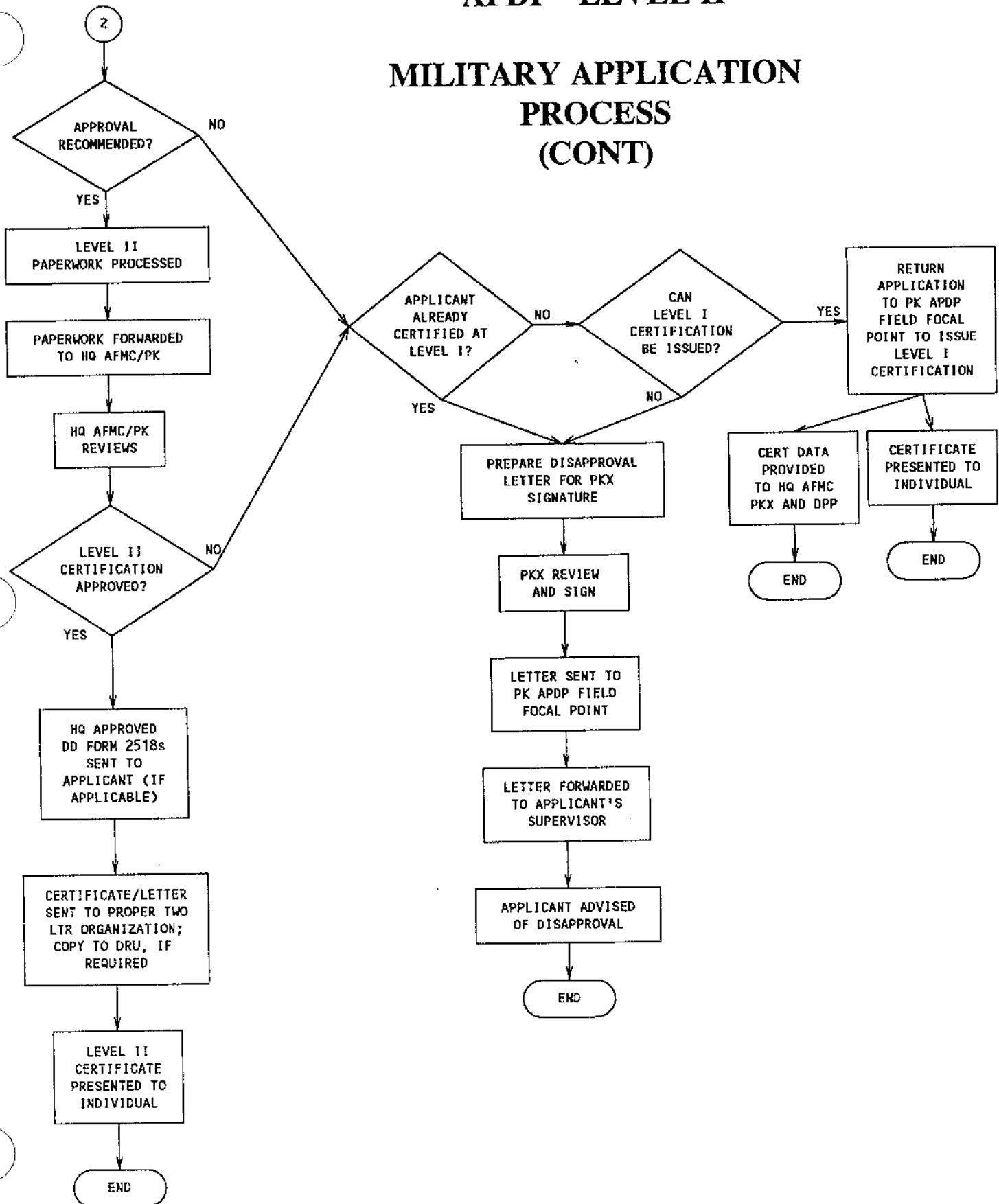
MILITARY APPLICATION PROCESS



Attach 3 (9/10)

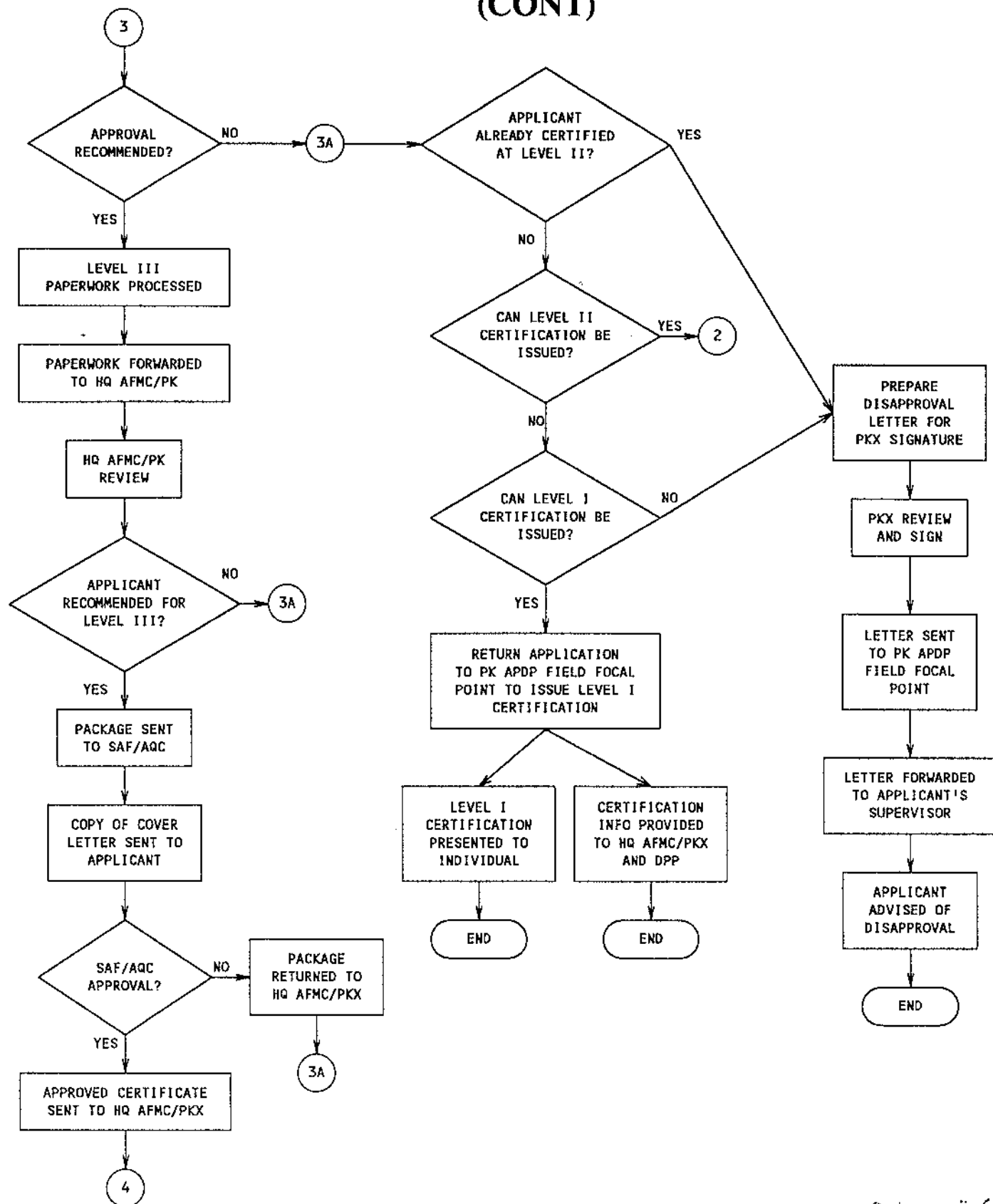
APDP LEVEL II

MILITARY APPLICATION PROCESS (CONT)



APDP LEVEL III

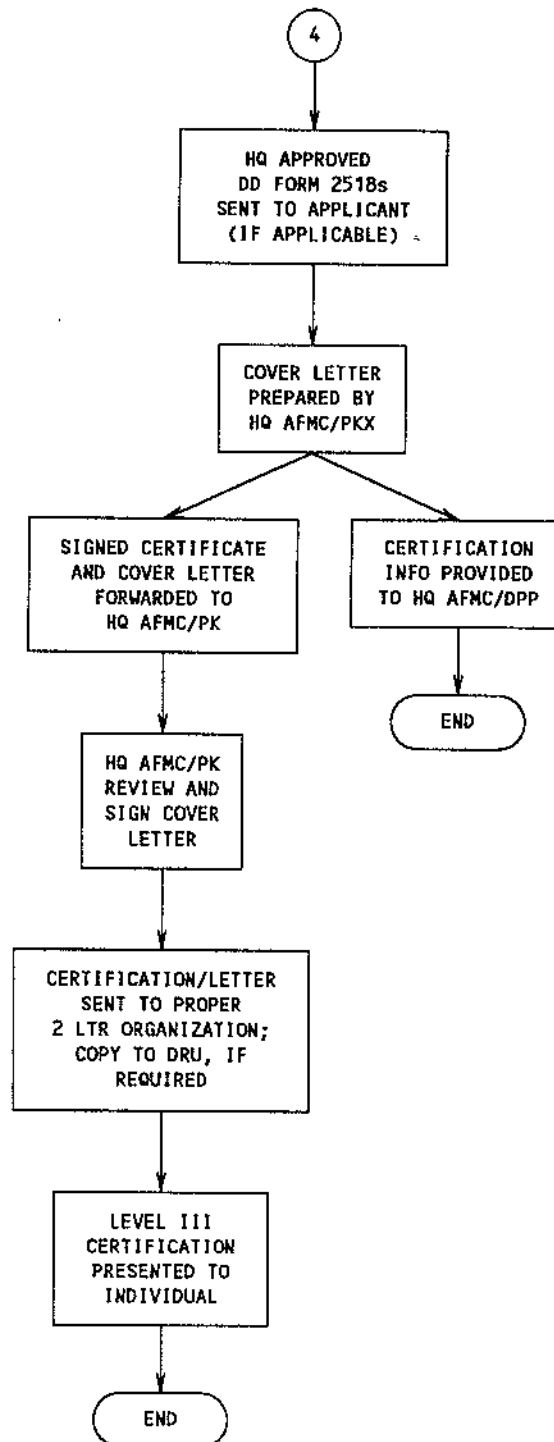
MILITARY APPLICATION PROCESS (CONT)



APDP 3(11/5/12)

APDP LEVEL III

MILITARY APPLICATION PROCESS (CONT)



Aten (12/13/2)